

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, CA		2. POSITION NUMBER 49100102	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>OPM JFS for Professional</i> <i>Work in Engineering: Architectural Grp, 0800 series, GS-0819, 1/08</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	09	001
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <i>Yun Jui Tsai</i>		
7. ORGANIZATION (Give complete organizational breakdown)			c. Drinking Water Management Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 9			g.		
c. Water Division			h. Employing Office Location San Francisco, CA		
d. Tribal and State Assistance Branch			i. Organization Code YABA0000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Corine Li, Chief, Drinking Water Management Section			d. Typed Name and Title of Second-Level Supervisor Michael Montgomery, Asst. Director, Tribal & State Assist. Br		
b. Signature <i>Corine Li</i>		c. Date 9/10/2014	e. Signature <i>[Signature]</i>		f. Date 9/10/14
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <u>12</u>					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Executive		f. Functional Classification Code 31	
g. Bargaining Unit Code 1065		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<u>0</u> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>[Signature]</i>	
				j. Date 10/2/14	
11. REMARKS					

**R9; WD; TSAB; DWMS
Environmental Engineer, GS-819-9**

POSITION SUMMARY:

As a State/Tribal Drinking Water Program Manager you will:

- Assist with the evaluation and administration of regulatory programs to ensure the provision of drinking water that meets federal standards and that delivery systems meet performance requirements under the Safe Drinking Water Act (SDWA);
- Support the management of financial assistance agreements to States, Tribes, and the regulated industry to carry out regulatory requirements and for the design and construction of water treatment and distribution infrastructure.
- Participate in providing technical engineering assistance to State, Tribes, and the regulated industry on the development and implementation of regulatory control measures to ensure compliance with requirements under the Safe Drinking Water Act and to ensure water system reliability and resiliency.

MAJOR DUTIES AND RESPONSIBILITIES

DUTY 1

40%

Assist with the evaluation and administration of regulatory programs to ensure the provision of drinking water that meets federal standards and that delivery systems meet performance requirements under the Safe Drinking Water Act (SDWA).

In accordance with established guidelines and criteria, provide technical engineering advice and assistance to State, local and tribal governments on matters relating to the development, execution, and monitoring of comprehensive drinking water and source water protection programs, plans and policies.

Participate in the conduct of comprehensive assessments/audits of State, local and tribal government activities and actions to determine compliance with program requirements and adherence to program delegation.

Follow standard procedures in review of regulatory decisions, analytical/sampling data, water system performance metrics and assist with the preparation of reports to address complex public health matters and improve the effectiveness of State, tribal and local agencies' programs, activities and initiatives.

Support technical engineering subject matter experts involved in using established EPA engineering-based protocols, policy and tools to identify, develop, review, analyze and recommend approaches that address complex political, social and economic factors related to water quality and resource management.

DUTY 2

20%

Support the management of financial assistance agreements to States, Tribes and other agencies for program implementation and to facilities for the design and construction of water treatment and distribution infrastructure.

Participate in the development of annual program guidance and procedural guidelines to State, local and tribal government for use of federal funding. Follow standard processes and procedures to evaluate the progress of state, local and tribal agencies toward meeting grant commitments.

Participate in the conduct technical reviews of plans and specifications to assure that the design and construction of new or modified water system facilities meet engineering standards (e.g., Ten States Standards for Water Works) and are capable of complying with federal drinking water rules and regulations.

Follow standard processes, methods and procedures in the technical monitoring of grant expenditures, project cost overruns, and facility change orders. Apply professional scientific/engineering knowledge to review, analyze and recommend modifications of plans and specifications. Participate in discussions to resolve conflicts with grantee and conduct project closeout in accordance with federal procedures.

DUTY 3

40%

Participate in providing technical engineering assistance to State, Tribes, local agencies and the regulated industry on the development and implementation of regulatory control measures and the design, construction and operation of treatment facilities to maintain and improve water system reliability and resiliency.

Participate in the development, initiation and provision of training on drinking water technical standards, guidelines, policies and regulations. Assist with the establishment of policies, procedures and directives for regional implementation that address region-specific water supply demands and water resource management issues.

Review national/regional/state regulations and policy guidelines and provide comments to determine regional impact to States, local and tribal governments and the regulated industry.

Review, analyze and recommend actions to regional enforcement, states and tribes to ensure water system compliance with SDWA requirements.

Coordinate and participate in the conduct of complex, special, technical investigation of various water supply problems. In accordance with established criteria, evaluate the adequacy of design, and of operation and maintenance activities at water supply and treatment facilities and makes recommendations for improvements and long-term sustainability.

Participate in the conduct of sanitary surveys and special investigations, assist with identifying significant water system deficiencies, and evaluating corrective action. Review reports of sanitary surveys or technical assistance conducted by other state/regional personnel or contractors to determine appropriateness of corrective actions taken to protect public health. Refer water systems for escalated enforcement and provide the technical support to enforcement program staff and regional attorneys in preparing enforcement cases.

RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs):

- 1) Knowledge of federal environmental laws and regulations;
- 2) Skill in oral communication;
- 3) Skill in collaborating with external stakeholders to provide advice and achieve consensus;
- 4) Skill in interpreting environmental regulations and policy sufficient to advise stakeholders on planning, strategies and requirements;
- 5) Skill in written communication to respond to or evaluate technical documents;
- 6) Knowledge of drinking water programs and strategies
- 7) Knowledge of grants.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position Level I-6 (950 Points)

Professional knowledge of environmental engineering principles and concepts as well as the ability to apply engineering practices, methods, and techniques to independently perform technical reviews of state regulations and controls, analyze drinking water data for compliance with drinking water standards, evaluate progress made by the regulated industry towards meeting drinking water standards, prepare reports on the technical, scientific and programmatic effectiveness of State and tribal programs and recommend modifications of programs, activities and actions of States, Tribes, local agencies.

Knowledge of the Safe Drinking Water Act (SDWA) and other Federal environmental laws, regulations and policies pertaining to drinking water programs, planning, standards and requirements and the protection of drinking water quality, sufficient to evaluate State, tribal and local agency programs, projects and actions.

Knowledge of and skill in applying standard data analysis and reporting techniques sufficient to evaluate compliance with drinking water requirements, work with higher-grade staff to evaluate water system engineering plans and specifications for meeting SDWA requirements; and prepare technical reports on findings and recommendations.

Skill in oral communications sufficient to explain technical and procedural requirements for meeting Agency drinking water regulatory requirements to State, local and tribal officials; and to make presentations to public groups explaining Federal programs for drinking water protection. Skill in writing sufficient to prepare reports and summaries on pertinent technical and programmatic matters; provide comments on national rulemaking, guidance and policies; and prepare text for presentations at state, local and public workshops and forums.

Factor 2-Supervisory Controls Level 2-3 (275 Points)

The supervisor assigns work by defining objectives, plans, priorities and deadlines; and discusses possible problems areas. Assignments have clear precedents requiring successive steps in planning and execution. The incumbent independently plans and carries out assignments in conformance with accepted policies and practices, adhering to instructions and guidelines to resolve commonly encountered problems. Employee refers controversial findings to the supervisor for assistance. Work is reviewed on completion for technical adequacy, conformance with policy, adherence to deadlines, and accomplishment of objectives.

Factor 3-Guidelines Level 3-3 (275 Points)

Guidelines range from broad environmental program policies and procedures, Federal and state statutes, regulations and Agency guidance memoranda to specific technical manuals and water industry standards. The employee uses judgment, initiative, and resourcefulness, to deviate from established methods to propose new policies and practices or extend traditional practices, methods and techniques; deal with specific issues or problems; and modify, adapt, or refine broader guidelines to resolve specific complex and intricate issues and problems where precedents are not available or applicable.

Factor 4 - Complexity Level 4-3 (150 Points)

Assignments consist of varied projects involving the evaluation of State, local and tribal drinking water programs and technical water system plans for ensuring compliance with statutory/regulatory requirements; assisting in producing technical documentation to support Agency decisions; and the provision of technical assistance to State, local and tribal government and the regulated industry on meeting federal requirements. The work requires using established procedures and process and well established methods.

Factor 5 - Scope and Effect Level 5-3 (150 Points)

The purpose of the work is to apply established administrative and technical principles and practices to evaluate the effectiveness of State, local and tribal programs and water system compliance with regulatory requirements. The work directly influences the effectiveness of drinking water protection programs and drinking water delivery systems affecting a wide range of Agency programs and activities.

Factor 6 - Personal Contacts/Purpose of Contacts Level 6-3 7b (110 Points)

Personal contacts include a wide range of professional and administrative personnel throughout the Agency, staff of State, local and tribal government, other Federal agencies, and the regulated industry. Contacts may also include the regulated industry, manufacturers' representatives, private engineering firms, scientific organizations, environmental groups and public interest groups.

Contacts are made to advise and interpret regulatory requirements, policy guidelines and general information; plan, coordinate or consult on work efforts with other individuals who are working toward mutual goals.

Factor 8 - Physical Demands Level 8-1 (5 Points)

The work is primarily sedentary in nature, although may require field work for the purpose of observing water system operations requiring walking, bending or climbing.

Factor 9 -Work Environment Level 9-1 (5 Points)

Work is generally performed in an office environment with some travel to attend meetings, symposia or conferences. Some field visits may also be necessary.

**Position Classification
Evaluation Statement
Request No.: R9-WTR-14-053**

I. INTRODUCTION:

- A. Position Location:** R9; WD; TSAB; DWMS
B. Action Requested: Recruitment at GS-7 or -9
C. Proposed Classification: Environmental Engineer, GS-819-9 (trainee)
D. Desk audit or supervisory interview: No

II. REFERENCES: OPM JFS for Professional Work in Engineering and Architectural Group, 0800, GS-819 series, 11/08.

III. SERIES DETERMINATION: The work of this position involves providing technical engineering advice and assistance in matters relating to the development, execution, and monitoring of comprehensive drinking water and source water protection programs, plans, and policies; managing financial assistance agreements to States, Tribes, and other agencies for the design and construction of water treatment and distribution infrastructure facilities; evaluate facilities to ensure that federal standards for drinking water delivery systems meet performance requirements under the SDWA. The work is covered by the GS-819 series, which includes positions that involve professional engineering work to protect or improve air, land, and water resources in order to provide a clean and healthful environment. Such work requires the application of (a) professional knowledge of the principles, methods, and techniques of engineering concerned with facilities and systems for controlling pollution and protecting quality of resources and the environment, and (b) an understanding of and the ability to utilize pertinent aspects of chemistry, biological sciences, and public health that pertain to the control or elimination of pollutants.

IV. TITLE DETERMINATION: The authorized title is: Environmental Engineer.

V. GRADE DETERMINATION: Determined based on the above reference.

Factors	Level / Pts	Comments
I. Knowledge Required	1-6 950 Pts	<p>Position meets level 1-6. Knowledge of, and skill in applying the principles, methods, and techniques of engineering to provide technical assistance in the routine environmental engineering aspects of drinking water treatment technologies and data, including the pollution impact on the environment. Ability to apply engineering principles to varied recurring assignments. Practical knowledge of biology and chemistry to apply to the development of supporting data for controlling pollution and protecting the quality of resources and the environment. This is an intermediate trainee level position.</p> <p>The position does not meet level 1-7, which is a full working level characterized by the broad professional knowledge and skill applying wide range of engineering theories, concepts, principles, standards, methods sufficient to execute actions for wide range of assignments with combinations of complex features; formulate/ explain recommendations to modify standard practices, equipment, techniques to resolve wide variety of complex problems; adapt precedents or strategies to meet unusual needs or special</p>

		demands; act as principal contributor on team projects or provide technical oversight; prepare and evaluate plans, designs, reports.
2. Supervisory Controls	2-3 275 Pts	<p>Supervisory controls meet level 2-3. Supervisor assigns work in terms of overall objectives, priorities and deadlines. Incumbent completes assignments on the basis of precedents and instructions, referring unusual or especially difficult problems to the supervisor. Completed work is reviewed for technical accuracy and conformance with objectives.</p> <p>Controls do not meet level 2-4, which is a level of general supervision at which the supervisor outlines overall objectives and resources available; the employee and supervisor in consultation develop scope of assignments, approaches, time frames, and execution plans; the employee plans and carries out the work independently, resolving most conflicts independently, coordinating work with others as needed, interpreting policy and regulatory requirements, keeping the supervisor informed of progress and potentially controversial problems, developing changes to plans and methodology, and providing recommendations for improvements to meet program objectives; completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements, producing expected results, feasibility of recommendations, and adherence to requirements.</p>
3. Guidelines	3-3 275 Pts	<p>Guidelines equate to level 3-3. Guidelines include applicable laws, regulations, policies, procedures, but are not completely applicable. Incumbent uses judgment in selecting, interpreting and adapting appropriate guidelines.</p> <p>Level 3-2 is exceeded, whereby there are a number of guidelines that are directly applicable to the work; they prescribe established procedures, techniques, provide clear precedents; situations where existing guides do not apply or require significant deviation are referred to the supervisor.</p>
4. Complexity	4-3 150 Pts	<p>The complexity of the assignment meets level 4-3. This is a developmental position and the assignments consist of varied projects involving different and unrelated processes and methods intended to prepare the incumbent for future responsibilities of greater scope, difficulty and magnitude. Assignments are typically screened to eliminate difficult or unusual problems. Work requires familiarity with and use of standard practices.</p> <p>The complexity of the assignment does not reach level 4-4, at which the work consists of a variety of assignments involving many different, unrelated processes and methods; employee researches, analyzes, tests, and evaluates information, unusual circumstances, unconventional issues, conditions and problems; uses judgment and originality to plan and prioritize the sequence, direction, and progress of the work; to devise solutions to resolve issues; to justify actions, decisions, recommendations, and to modify, adapt, and refine existing applications, precedents, and techniques.</p>
5. Scope & Effect	5-3 150 Pts	<p>The position meets level 5-3. Purpose of the work is to apply established criteria to a variety of conventional problems, questions, or situations. Work affects the operations of systems and programs and the adequacy of such activities as field investigations.</p> <p>Level 5-4 is not reached. At this level the work involves originating new, improved applications and strategies for engineering concepts, theories, and principles; resolving unusual problems, conditions, issues. The work affects the efficiency, feasibility, security, integrity, accuracy, adequacy and safety of a wide range of agency activities, those of other organizations w/in a regional or geographic area, or the direction of major engineering projects.</p>
6. Personal	6-3 see # 7	Contacts meet level 6-3, which includes individuals or groups from outside

Contacts		the agency, consultants, contractors and others in moderately unstructured settings. Contacts exceed level 6-2, which would be with higher graded employees and technical staffs on assigned projects, and include personnel at headquarters and regional offices.
7. Purpose of Contacts	7-b 110 Pts	Purpose of contacts is to obtain or exchange information, coordinate projects, and resolve problems. Level 7-c is not met. At that level the purpose of contacts is to influence or persuade others to comply with established policies, to accept established methods using persuasion or negotiation.
8. Physical Demands	8-1 5 Pts	The work is primarily sedentary.
9. Work Environment	9-1 5 Pts	Work is generally performed in an office setting.
Total	1920 Pts	1855-2100 = GS-9

VI. SUMMARY:

A. FINAL TITLE, SERIES, GRADE: Environmental Engineer, GS-819-9

B. FLSA DETERMINATION:

C. FUNCTION CODE:

D. DRUG TESTING REQUIREMENTS:

E. FINANCIAL DISCLOSURE REQUIRED:

VII. SIGNATURE AND DATE

Moore, BarbaraM Digitally signed by Moore, BarbaraM
DN: cn=Moore, BarbaraM, email=Moore.BarbaraM@epa.gov
Date: 2014.10.02 08:52:05 -07'00'

Barbara M. Moore
Contract Classification Specialist
FPMI Solutions, Inc.

10/2/14
Date